

CITY OF BRYAN

JOB DESCRIPTION – 5023

Working Title: INVESTIGATIVE ASSISTANT

Career Ladder: BUSINESS OPERATIONS **Level:** 140

Division: POLICE SERVICES **Department:** POLICE

SUMMARY AND PRIMARY FUNCTION

Performs a variety of administrative/paraprofessional/technical responsibilities, frequently confidential or complex in nature, in direct support of the Criminal Investigations Division and the Police Department.

DUTIES

Class A and B misdemeanor investigations to completion (telephone contact or personal contact at PD only; interview complainants, witnesses, involved parties and suspects); take only initial statements on felony investigations; assist detectives with follow up, phone calls, etc; assist detectives with photographing and collecting evidence at crime scene (accompanied in the field at all times by peace officer); process evidence from Property for fingerprints, etc; submit to lab; maintain CID crime scene and interview supplies; maintain CSO vehicle; present cases to county and district attorney's offices for disposition; transport warrants to sheriff's office and arrange dispositions; assist with pawn shop details, photo line-ups and photographing autopsies as needed.

EDUCATION AND EXPERIENCE

High school diploma plus additional training or education in area of specialization equivalent to an Associate's degree preferred.

4-6 years directly related experience performing responsibilities in area of specialization.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to learn and apply the penal laws along with the code of criminal procedure and family code.

Ability to learn and apply investigative techniques, interviewing and interrogation, fingerprint and ID techniques, photography and TCIC/NCIC procedures.

Advanced skills using standard office equipment and machinery.

Advanced proficiency in personal computer operations and in the use of word processing, spreadsheet and/or graphic applications.

Ability to communicate effectively with all levels of employees, including vendors, clients, contractors, city government officials, and the general public.

Advanced communications skills for public contact; ability to interact with a diverse population.

Ability to act according to detailed written and non-written procedures and to interpret and apply established rules, regulations and policies.

Ability to effectively handle stressful situations and multiple tasks.

Ability to maintain the confidentiality of sensitive information.

Ability to work independently and make sound judgement decisions in routine situations.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

TCIC/NCIC computer certificate preferred.

EQUIPMENT

Computer, telephone, teletype, two-way radio and automobile.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.